

What is claimed is:

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A message processing apparatus comprising:

5 an acquisition unit obtaining information
indicating an opening state of a message, information
indicating a completion state of a job of a receiver
of the message, or information indicating expiration
of a term of the job specified by the message; and
10 a control unit forcibly displaying on a terminal
device the information indicating the opening state
of the message, the information indicating the
completion state of the job of the receiver of the
message, or the information indicating the expiration
of the term of the job specified by the message.

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2. The apparatus according to claim 1, wherein

said control unit forcibly displays on the
terminal device the information indicating the opening
state, the information indicating the completion state
20 of the job of the receiver of the message, or the
information indicating the expiration of the term
together with a title of the message when a user
issues a display request or a predetermined condition
is satisfied.

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3. The apparatus according to claim 1, wherein
said control unit causes the terminal device to
forcibly display a completion state table containing
the information indicating the opening state of the
message, the information indicating the completion
state of the job of the receiver of the message, or
the information indicating the expiration of the term.

4. The apparatus according to claim 1, further
comprising:

a message generation unit generating a message
provided with a confirmation button for notifying from
a message receiver to a message transmitter that the
receiver has completed his or her job, wherein

when the message receiver presses the
confirmation button, said control unit determines that
the receiver has completed his or her job, obtains a
number of receivers who have pressed the confirmation
button, and, when the number of the receivers who have
completed their jobs exceeds a predetermined value,
or when all receivers have completed their jobs,
allows the information indicating the completion state
to be displayed on the terminal device.

5. The apparatus according to claim 4, wherein

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said control unit causes a terminal device of the transmitter to display the offered term of the receiver input in the input column of the offered term of the message.

7. The apparatus according to claim 1, wherein
said information indicating the opening state and
said information indicating the completion state
contains a number of receivers who has opened the
message, an opening rate, a number of receivers who
have completed their jobs, and a completion rate, and
displays the information on the terminal device when
any of the information exceeds a predetermined value

or when the term expires.

8. The apparatus according to claim 1, wherein
said control unit causes the terminal device to
5 display the information indicating the opening state,
or the information indicating the completion state
when a current date reaches a date specified by the
transmitter.
- 10 9. A message processing apparatus comprising:
a storage unit storing information specifying a
message, a name of a transmitter, a name of a
receiver, and, for each receiver, information
indicating an opening state of a message, information
15 indicating a completion state of a job of a receiver
of the message, or information indicating expiration
of a term of the job specified by the message, said
information being stored in association with one
another; and
- 20 a control unit causes a terminal device to
forcibly display the information indicating the
opening state, the information indicating the
completion state, or the information indicating the
term of the expiration obtained from a specified term
25 and a current date, said information being stored in

al said storage unit.

10. The apparatus according to claim 1, wherein
said control unit causes the terminal to display
5 an event announcement table containing information
relating to a plurality of events.

11. The apparatus according to claim 1, wherein
said control unit generates an event announcement
10 table according to a schedule of a plurality of
received messages, and announces contents of an event
to a receiver by instructing a terminal device of the
receiver to display the event announcement table.

12. The apparatus according to claim 1, wherein
said control unit stores information associating
contents of a plurality of events in a time-series
multiple level structure with a schedule and entered
members as event information, and generates and
20 displays an event announcement table comprising the
plurality of events according to the event information
when a message is generated.

13. The apparatus according to claim 1, further
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a1 > a message generation unit setting information limiting a transfer of a confidential message, wherein said control unit limits the transfer of the confidential message for which the information limiting the transfer of the confidential message is set.

14. The apparatus according to claim 1, further comprising

a message generation unit setting a deletion condition of a message, wherein

said message for which the deletion condition is set can be arbitrarily deleted by the transmitter or the receiver automatically after a predetermined period or based on the set deletion condition.

15. A message processing system including a plurality of terminal devices having a function of displaying a message and a message processing device having a function of processing the message, wherein

said message processing device comprises:

an acquisition unit obtaining information indicating an opening state of a message, information indicating a completion state of a job of a receiver of the message, or information indicating expiration

91) of a term of the job specified by the message; and
a control unit forcibly displaying on a
corresponding terminal device the information
indicating the opening state of the message, the
5 information indicating the completion state of the job
of the receiver of the message, or the information
indicating the expiration of the term of the job
specified by the message.

10 16. The system according to claim 15, wherein
said control unit causes the terminal device to
forcibly display on a completion state table
containing the information indicating the opening
state of the message, the information indicating the
15 completion state of the job of the receiver of the
message, or the information indicating the expiration
of the term.

17. A message managing method, comprising:
20 controlling a terminal device to forcibly display
information indicating opening a state of a message,
information indicating a completion state of a job of
a receiver of the message, or information indicating
expiration of a term specified by the message.

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